

Internal/External Posting
STATE OF MONTANA JOB VACANCY

DEPARTMENT OF CORRECTIONS
An Equal Opportunity Employer

August 5, 2008

Job Title: Correctional Counselor	Position No.: 64103055
Division: Youth Services	Pay Band: 4
Location: Boulder	Bargaining Unit: MEA-MFT
Status: <i>Permanent/Full time</i>	Supplement: No
Salary: \$13.03/hour entry	Shift: Evenings & Weekends
Benefits: State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees' retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care.	

Application Deadline: Applications may be returned to any local Job Service Office or the Department of Corrections by email, fax or hard copy.

Human Resources, Room 311

PO Box 201301

fax to (406) 444-4551 **email** to hrcen@mt.gov

1539 11th Ave.,

Helena, MT 59620-1301

No later than 5:00 p.m. on August 19, 2008.

Application materials are available on the web at www.cor.mt.gov. Try our NEW on-line application process at this link.

Special Information: Applicants who meet the minimum qualifications will be notified to participate in a pre-screening test and details will be given at time of notification. The pre-screening test requires your attendance at the facility and will take approximately two hours.

****Corrections provides a fuel stipend of \$20 per week for employees traveling further than 15 miles one way to work.****

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact a Personnel Specialist at 444-4934.

Equal Employment Opportunity Employer: The Department of Corrections does not discriminate on the basis of disability or other legally prohibited basis. And will provide upon request reasonable accommodations to enable an applicant with a disability to apply and interview for a position. The Department of Corrections is a smoke free agency.

TYPICAL DUTIES: Correctional Counselors are responsible for providing direct care, supervision and treatment of female offenders between the ages of 10 and 17 who are committed to the Riverside Youth Correctional Facility/Department of Corrections. Correctional Counselors ensure the offenders follow rules and their individual treatment program by providing one to one and group counseling. Correctional Counselors provide crisis intervention counseling using non-violent physical crisis intervention techniques in emergency situations and serve as a member of an Emergency Response Team. Other duties include: monitoring and evaluating behaviors by observing offenders; writing evaluation reports for treatment team meetings; serving and supervising meals; providing recreation; completing forms; entering treatment data or

keeping other records to document treatment progress using computers, written logs and other approved documentation methods; perform minor housekeeping and maintenance work with or without offenders; and performing related work as assigned. May be required to transport offenders.

COMPETENCIES:

Listening

Gives full attention to and makes a conscious effort to hear other's ideas, concerns, questions and issues with interest, empathy and objectivity. Paraphrases and asks clarifying questions to ensure understanding of the message when required.

Writing Effectively

Expresses and presents information and ideas in writing that is clear, succinct and understandable. Adjusts the language, writing style and terminology used to meet the need and level of understanding of the reader. Utilizes knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar. (This competency includes any type of formal or informal written communication: i.e. letters, reports, studies, presentations, articles, rules, policies, procedures, manuals.)

Understanding, Sensitivity, Trust Building

Interacts openly and honestly. Encourages others to express viewpoints. Listens and respects different viewpoints. Addresses misunderstandings directly with those involved. Maintains confidences.

Demonstrates an awareness of nonverbal as well as verbal communication. Elicits trust from others by showing honesty, reliability and integrity. Strong, cooperative working relationships and interaction.

Trains, Coaches and Teaches Others

Assesses, guides, supports and counsels others for the purpose of helping them refine and acquire new skills.

Relationship Building

Builds short and long-term relationships with people critical to work and the success of the project.

Relationships involve all those encountered at work. Is respected as a valid resource through consistent actions and behaviors. Builds relationships by bringing conflicts and disagreements into the open, as appropriate. In order to meet goals makes appropriate or acceptable compromises, in order to meet goals and to gain the cooperation of others.

Loyalty and Dedication

Adheres to organizational goals and the tasks at hand. Aligns actions and activities with the needs and goals of the organization.

Commitment to a Profession

Maintains a level of knowledge to remain current; desires and actively seeks continuous learning in a profession.

Reliable and Dependable

Reliable and dependable in performing job-related tasks.

Knowledge: Working knowledge of the principles & practices of juvenile delinquency & offender supervision in a correctional facility. Working knowledge of the Youth Court Act, adolescent development & behavior, contemporary social & economic conditions, & services available to adjudicated offenders. Working knowledge of individual & group counseling practices as they relate to personal & interpersonal communication & social functioning.

Skills: Skill in the use of interview techniques, individual & group counseling & management, problem solving, conflict resolution, & computers.

Abilities: The ability to establish immediate & effective rapport & working relationships with offenders, parents, co-workers, agency professionals, & management is required. Considerable good judgment & initiative is needed to supervise & counsel offenders. The ability to lead and direct offenders in physically & emotionally challenging activities is also required. The ability to work & communicate closely with others in a teamwork manner is required.

EDUCATION AND EXPERIENCE: The knowledge, skills and abilities required to perform the duties of this position are typically acquired through a combination of education and experience equivalent to graduation from high school and one year of related experience working with adolescents. All combinations of

education, experience and training assignments will be evaluated on an individual basis. Must possess a valid Montana Driver's License. Higher education in Criminology, Criminal Justice, Sociology, or closely related field is preferred. Computer experience and skills is desired. **THE AGENCY MAY CONSIDER A TRAINING ASSIGNMENT**

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 6/91 or 12/93). **Portions of the application may be photocopied if legible (see page 1 for instructions).**
2. Applicants claiming the **Veteran's or Persons with Disabilities Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
3. Authorization to Release Information. (Form attached). This Authorization is required for all positions within the Department of Corrections. ****HIRING AUTHORITY DOES NOT RECEIVE DUE TO REQUEST FOR DATE OF BIRTH****

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Immigration Reform and Control Act: In accordance with the Immigration Reform and Control Act, the person selected must produce, within three days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Services Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

**DEPARTMENT OF CORRECTIONS
AUTHORIZATION TO RELEASE INFORMATION**

Applicant's Name:	
Other names Used: (i.e.: maiden name, previous married names)	
Social Security Number:	
Date of Birth:	
List of states where you have resided:	

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my qualifications for the position for which I have applied as is evident through my past work record. I hereby expressly authorize the Department of Corrections to contact my present or past employers, co-workers, personal references or any other possible work references. I further expressly authorize those aforementioned past employers and/or references to respond to such work related inquiries and to provide any and all information that they may have concerning me, including information of a confidential or privileged nature. I further release those past employment sources from any liability, which may relate to the information provided to the Department in good faith.

I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for purposes related to the hiring decision for the position that I have applied only.

Have you ever been convicted of Domestic Abuse, either Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

_____ No _____ Yes Date: _____ : _____ Jurisdiction _____

This authorization shall be valid and effective for one year from the date signed.

Applicant's Signature: _____ **Date:** _____